



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5330.4
BUMED-M09B4
2 Aug 2004

BUMED INSTRUCTION 5330.4

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BUMED HEADQUARTERS TELEWORK PROGRAM

Ref: (a) Public Law No. 106-346
(b) Under Secretary of Defense (Personnel and Readiness) Memo of 22 Oct 2001,
Department of Defense (DOD) Telework Policy and Guide
(c) DOD Directive 1035.1 of 9 Sep 2002

Encl: (1) BUMED Telework Operating Guide

1. Purpose. To provide guidelines to implement the BUMED Telework Program, per references (a) through (c), and enclosure (1).

2. Definitions

a. Telework. Refers to any arrangement in which an employee performs officially assigned duties at an alternate worksite on either a regular and recurring, or an ad hoc basis. Approval to telework does not establish a requirement for Government-furnished equipment.

b. Ad hoc Telework. Is approved telework performed on an occasional, one-time, or irregular basis. Telework of less than 1 day per pay period is considered ad hoc.

c. Regular and Recurring Telework. Is an approved work schedule where eligible employees regularly work at least 1 day per biweekly pay period at an alternate worksite.

3. Policy and Procedures

a. The BUMED Telework Program is available for use by Civil Service and military personnel. Contract personnel are subject to the criteria outlined in their respective statements of work. Military and civilian staff shall make it a personal responsibility to educate themselves about the policy and procedures for the BUMED Telework Program outlined in enclosure (1).

b. Telework is an important management flexibility tool. Telework can have a positive impact on staff morale and productivity in addition to reducing stress, traffic, pollution, and absenteeism. It is BUMED policy that senior leadership, supervisors, and managers encourage and actively support implementation of this Telework policy for all eligible BUMED staff. Management must not create any artificial barriers inhibiting optimal participation. Management must ensure telework implementation does not inhibit mission accomplishment and is consistent with policy and procedures outlined by references (a) thorough (c), and enclosure (1). DOD policy and guidance is available at: http://www.cpms.osd.mil/fas/telework/dod_telework_policy.htm.

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c. Consistent with reference (a), it is the statutory goal that 100 percent of BUMED eligible workforce is offered the opportunity to telework by the end of fiscal year 2004. Offering two types of telework provides supervisors, managers, and employees with maximum flexibility to establish arrangements responsive to their work unit.

d. All employees teleworking on a regular and recurring basis are required to sign a Telework Agreement (Appendix A of enclosure (1)) and complete a Supervisory and Employee Checklist (Appendix B of enclosure (1)). Additionally, at home teleworkers must sign a Safety Checklist (Appendix C of enclosure (1)). Completed forms will be returned to the BUMED Telework Coordinator in M09B4, building 2, room 2204, who can be reached at (202) 762-3837. If not physically located at BUMED, you may fax completed forms to (202) 762-3350.

4. Eligibility

a. Positions eligible for telework are those that involve tasks and work activities that are portable, do not depend on the employees being at the traditional worksite, and are conducive to supervisory oversight at the alternative worksite. Positions shall not be excluded from eligibility solely on the basis of occupation, series, grade, or supervisory status. Tasks and functions generally suited for telework include, but are not limited to: thinking and writing; policy development; research; analysis (e.g., investigating, program analysis, financial analysis); report writing; telephone-intensive tasks; computer-oriented tasks (e.g., programming, data entry, word processing, Web page design); or data processing.

b. Positions not generally eligible for telework are those that involve tasks not suitable to be performed away from the traditional worksite, include tasks that: require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, or the general public to perform his or her job effectively; cannot otherwise be achieved via e-mail, telephone, fax, or similar electronic means; require daily access to classified information; and/or are part of trainee or entry level positions.

c. An employee suitable for telework is based on:

(1) Functions of the position occupied.

(2) BUMED Headquarters policy is that all staff are assumed eligible for telework on the basis of their personal work characteristics. The primary determinant for participation is the suitability of the position functions for a telework environment performance. There is no rigid "percentage of duties" to evaluate job functions to determine suitability for telework performance. With appropriate work planning and communication between staff member and supervisor, telework can be successfully accomplished even when as little as 10 percent of the position duties are suitable for telework.

5. Alternate Worksites. Telework can occur at home, at certain designated GSA Telework Centers within the National Capital Region, or at office space available within other Federal

activities. A current listing of Telework Centers can be found at: <http://www.telework.gov>. The BUMED Telework Coordinator in M09B41 will assist staff members wishing to use Telework Centers.

6. Equipment Policy. Telework arrangements, that will require connectivity to DOD networks and e-mail systems, should assess their individual BUMED based computer capabilities with the BUMED Information Management Department, M09B3. The BUMED Information Management Department is a signatory on the BUMED 5330/2, Supervisory and Employee Checklist, that must be completed for all regular and recurring teleworkers. Although not all telework situations require connectivity to DOD networks and e-mail systems, supervisors should attempt to maximize telework arrangements without the need for connectivity to DOD networks and e-mail pending the existing life cycle replacement programs for BUMED computers, and the realization that DOD public key infrastructure (PKI) technology requires the use of properly configured Government-furnished equipment to access and respond to encrypted e-mail.

7. Security Requirements. Consistent with DOD security and information technology policies:

a. No classified documents (hard copy or electronic) may be taken by teleworkers to alternative worksites.

b. Government-furnished computer equipment, software, and communications, with appropriate security measures are required for any regular and recurring telework arrangement that involves sensitive unclassified data, including Privacy Act data or For Official Use Only (FOUO) data. Where the employees telework on an ad hoc basis, personal computers can be used to work on limited amounts of sensitive unclassified material. The teleworker must delete the files as soon as they are no longer required and verify, in writing, that all files containing Department information have been deleted from personally owned computer hard drives. Submit this statement to your supervisor.

c. All teleworking personnel (either ad hoc or regular and recurring) requiring access to DOD computer systems or e-mail systems need to first receive approval from M09B3. M09B3 is a signatory on the Supervisory and Employee Checklist (Appendix B of enclosure (1)). Employees and supervisors entering into a Telework Agreement should make every attempt to plan for a telework arrangement that does not rely on having ready access to e-mail or BUMED intranet access. All personnel engaged in telework with Government-furnished equipment will be provided a DOD public key identity certificate for authentication to enter BUMED and other networks from a telework site.

8. Certification and Control of Time and Attendance. The assigned hours of work while teleworking form part of the employee's regular tour of duty. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Per reference (b), timekeepers will identify the numbers of hours each individual spends in a telework status during the regular daily tour of duty by using the code "LX." For instance, if an employee has a regular daily tour of duty of 8 hours and spends 8 hours in a

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telework status, 8 hours would be recorded using the "LX" code. While timecards for military personnel are not utilized, supervisors are also responsible for maintaining usage records for military personnel. Hours spent in a telework status that are outside the regular daily tour must also be accounted for and reported. Employees in a telework status must adhere to their approved work schedules. Overtime work must be ordered and approved in advance.

9. Roles and Responsibilities

a. The Deputy Chief of Staff has the authority and responsibility for implementing and managing the BUMED Headquarters Telework Program, including appointing the Telework Coordinator.

b. The BUMED Telework Coordinator is responsible for overall management of the BUMED Telework Program following references (a) through (c) and enclosure (1).

c. Assistant Deputy Chiefs will be the final approval authority for all Telework Agreements from within their codes.

d. Deputy Chiefs, and Special Assistants shall ensure that maximum staff participation is encouraged and enabled in their area of responsibility while balancing the need to sustain mission accomplishment.

e. Division Directors, Branch Heads, and Supervisors have the authority and responsibility to determine staff member's eligibility for Telework Program participation. This includes the responsibility of balancing various staff member work schedules with the need to ensure mission accomplishment and adequate daily onboard coverage. Supervisors of employees approved for telework are responsible for discussing individual expectations, planning the work to be performed at an alternate worksite, monitoring staff performance, evaluating telework impact on mission accomplishment, and making adjustments as necessary to ensure command and staff satisfaction.

10. Training. The Office of Personnel Management and the General Services Administration host a common Web site located at <http://www.telework.gov>. Although BUMED will follow DOD guidance, this Web site offers answers to frequently asked questions, locations for Telework Centers, and provides helpful information to assist employees and supervisors with the Federal Telework Program. The BUMED Telework Coordinator is also available to assist staff members.

11. Forms

a. The following forms are available in the Forms Folder on Outlook:

(1) BUMED 5330/1 (10-2003), Telework Agreement (Appendix A),

(2) BUMED 5330/2 (10-2003), Supervisory and Employee Checklist (Appendix B),

(3) BUMED 5330/3 (3-2004), Safety Checklist (Appendix C).

b. SF 1164 (Rev. 11-77), Claim for Reimbursement for Expenditures on Official Business, is available at: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=4366F7D7DC67B9AC85256A720047DB33>.

c. CA-1 (Rev. 4-99), Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is available at: <http://www.dol.gov/esa/regs/compliance/owcp/forms.htm>.



D. D. WOOFTER
Chief of Staff

Available at: <https://bumed.med.navy.mil/instructions/internal/internal.htm>

BUMED TELEWORK OPERATING GUIDE

1. Purpose. This guide provides personnel guidance on the BUMED Telework Program. It is designed to supplement information already published by the United States Office of Personnel Management (OPM) and the Department of Defense (DOD) Civilian Personnel Management Service (CPMS).

2. Background. The Federal Telework Program was established by Public Law No. 106-346 (reference (a)). Section 359 of the Act requires that:

Each Executive Agency shall establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible without diminished employee performance. No later than 6 months after the date of enactment of the Act, the Director of the Office of Personnel Management shall provide that the requirements of this section are applied to 25 percent of the Federal workforce, and to an additional 25 percent of such workforce each year thereafter.

The DOD Telework policy and accompanying guide, issued in October 2001, established the basis for telework programs within DOD. The BUMED Telework Program follows these policies and practices. The DOD policy and guide are found at: http://www.cpms.osd.mil/fas/telework/dod_telework_policy.htm.

3. Policy

a. Telework is an essential component of BUMED's commitment to providing its personnel with the highest quality of work life possible. Extending the opportunity to telework affirms our trust in our personnel and provides further evidence of their value to Naval Medicine.

b. All BUMED military and civilian personnel are encouraged to telework. There will be some restrictions where classified information and direct face-to-face contact are involved.

c. Equipment needs to enable personnel to telework will be provided by BUMED where feasible; however, in the absence of a portable work-based personal computer, supervisors are encouraged to maximize teleworking opportunities without the need for Government-furnished equipment.

4. Types of Telework. BUMED offers two types of telework arrangements, "regular and recurring" and "ad hoc."

a. Regular and Recurring Telework. This telework arrangement requires an approved work schedule where personnel regularly work at least 1 day per biweekly pay period at an alternate worksite. All personnel who telework must be available to work at the traditional worksite on telework days, if necessitated by mission requirements. Requests by personnel to change their scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor, whenever practical, and consistent with mission requirements. Personnel who

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telework on a regular and recurring basis are required to complete and sign a BUMED 5330/1, Telework Agreement (Appendix A), and complete a BUMED 5330/2, Supervisory and Employee Checklist (Appendix B). Teleworkers who work at home must sign a BUMED 5330/3, Safety Checklist (Appendix C).

b. Ad hoc Telework. This telework arrangement allows personnel to perform work at an alternate worksite on an occasional, one-time or irregular basis. Supervisors are required to approve each instance of ad hoc telework and should ensure time worked at the telework site is properly recorded. No formal telework agreement is required for ad hoc telework. In addition, BUMED allows personnel to use the following sites for telework: General Services Administration (GSA) managed telecenters within the National Capital Region, office space available within other Federal activities (when available), or work-at-home.

c. GSA Telecenters. DOD provides a limited number of centrally funded telework stations at locations throughout the National Capital Region. Costs covered include space rental, equipment, and utilities. A current listing of Telework Centers can be found at: <http://www.telework.gov>. The BUMED Telework Coordinator in M09B41 will assist staff members wishing to use Telework Centers.

d. Other Federal Activities. Personnel may also find it convenient to work at other Federal work locations on either a regular and recurring or ad hoc telework basis. Examples may include work at Naval Medicine activities near their home that happen to have an available workstation. When such arrangements are made, personnel are expected to coordinate with BUMED Information Management Department, M09B3, to ensure their needs are met and that they comply with all security requirements.

e. Work-at-Home. Some personnel are allowed to perform their official duties in a specified work or office area in their homes. The convenience of this arrangement makes it extremely popular; however, personnel agreeing to a work-at-home arrangement must understand that:

(1) Before beginning teleworking, personnel must complete and sign a BUMED 5330/3, Safety Checklist, that states their home is safe as an official home worksite.

(2) Work-at-home arrangements may increase the person's home utility costs. BUMED does not assume any responsibility for any operating costs associated with the person's choice to use his or her home as an alternate worksite.

(3) BUMED may require the work-at-home teleworker to transport Government-furnished equipment to the traditional worksite for repair.

(4) The home worksite is a space within the home set aside for employees to work. Telework is not a substitute for dependent care.

(5) Under Title 31 U.S.C. section 1348, reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. Employees must complete Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisor with a copy of telephone charges.

5. Telework Approval

a. BUMED considers all personnel and positions possible candidates for telework. Where specific duties, position, performance, or conduct of personnel preclude telework at an alternate worksite, the supervisor will personally notify him or her of the reason(s). Supervisors will then work with that person to see if the obstacle can be overcome. Although BUMED encourages telework wherever appropriate, telework is not an entitlement. The final decision regarding who is allowed to telework rests exclusively with management. All denials require the concurrence of the code's Deputy Chief BUMED or special assistant.

b. A supervisor has the right to end any telework arrangement if performance does not meet the prescribed standard or if the arrangement no longer meets the organization's needs. Notification will be made in writing and will provide a reason for ending the telework arrangement. Likewise, personnel with approved telework agreements may request to end the agreement at any time. Again, the request must be made in writing.

c. All approved telework agreements will be maintained by the BUMED Telework Coordinator (M09B41).

6. Supervision under Telework

a. Long Term. The long-term goal of the BUMED Telework Program is that there will be no difference in the type or extent of supervision between those working in their regular BUMED office and those working in some telework arrangement; however, it will take time to learn how to plan, organize, and schedule work and use telecommunication equipment.

b. Short Term

(1) Success in telework requires close and cooperative working relationships between supervisors, teleworkers, and co-workers. For most office positions, the entire staff must experiment on how best to accomplish the work of the office when personnel are teleworking. An initial trial period with a sampling of staff members may prove valuable as the work unit learns how to make telework arrangements work.

(2) Preparation for telework will require considerable discussion between the supervisor, the teleworker, and the remaining office staff. Here are some areas that may need to be clarified:

(a) What work is to be accomplished during the telework period? This should not be viewed as a lack of trust between supervisor and teleworker, but rather as part of a supervisor's responsibility to plan and organize work.

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(b) What files and equipment will be needed to accomplish the work? Only as feasible, BUMED is committed to providing teleworkers with the equipment needed, but it is essential that supervisors know what is needed when.

(c) How often are personnel expected to communicate with their office during the telework period? This varies based on the work assigned, relationships to customers, and the requirements of co-workers. Supervisors must clarify what communication is expected; telephone, e-mail, conference call, etc., and the frequency.

(d) What was accomplished during the telework period? Supervisors should carefully review and discuss work products with the teleworkers. This should be a frank and open discussion that can address how long it took to accomplish a task, problems incurred, time-saving devices discovered, and lessons learned. The aim is to make future telework arrangements as successful as possible.

(e) What additional work did co-workers at BUMED perform during the telework period? Most work at BUMED involves communications and coordination with personnel within the code, those in other codes, customers, and the public. Co-workers are often the best judges of additional work that they have assumed when someone is not in the office. They should be consulted so options can be identified and solutions found.

7. Personnel Procedures

a. Official Duty Station. A teleworker's official duty station continues to be the main duty station, not the alternative workplace. Successful telework takes time for all to adjust to new working relationships. To improve communication, minimize isolation, and use facilities not available off-site, supervisors are encouraged to establish a work schedule that includes time in the traditional office each pay period.

b. Hours of Duty. Existing rules for hours of duty apply to teleworkers.

(1) Supervisors determine work schedules consistent with the requirements of the work group and provisions of existing regulations and practices. Teleworkers are eligible for alternative work schedules just as workers that work in traditional office settings. Teleworkers will be accessible to their on-site counterparts and customers during their agreed upon regular business hours, despite work location.

(2) There are no maximum limits on the number of teleworking days versus "in-office" days per week or pay period for teleworkers. Many arrangements provide for a minimum work time in the traditional worksite, e.g., 2 to 3 days per week, although this should not preclude approval of full-time (i.e., every workday) telework arrangements. Personnel participating in short-term telework arrangements (e.g., recuperating from surgery, complications associated with pregnancy) typically do not have in-office days; they work a full or part-time schedule from their home.

c. Pay and Leave. Existing rules on pay and leave apply to teleworkers. The location of an employee's worksite has no impact on these rules. Pay and leave rules depend on the work schedule.

d. Overtime. The existing rules on overtime under Title 5, U.S.C. and the Fair Labor Standards Act (FLSA) apply to teleworkers. Supervisors must make clear that employees work overtime only with advance approval from the supervisor. Working unapproved overtime is a reason to cancel a telework agreement.

e. Teleworking and Travel. The travel provisions that apply to employees working at a traditional worksite also apply to employees who are teleworking. A teleworker who is directed to travel to another worksite (including the traditional worksite) during his or her regularly scheduled basic tour of duty would have the travel hours credited as hours of work. Similarly, as for all employees, teleworkers who are directed to travel back to the traditional worksite after their regularly scheduled basic tour of duty for irregular or occasional overtime work, are entitled to at least 2 hours of overtime pay or compensatory time off. Where an employee teleworks full-time from a location outside of the local commuting area of the traditional worksite, and his or her alternative worksite has been determined as his or her official duty station, management funds all work-related travel outside the employee's normal commuting area, including travel to the traditional worksite. Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements.

f. Certification and Control of Time and Attendance. Supervisors must report time and attendance to ensure teleworkers are paid only for the work performed and that absences from scheduled tours of duty are officially accounted for. Timekeepers will identify the numbers of hours each individual spends in a teleworking status during the regular daily tour of duty by using the code "LX." For instance, if an employee has a regular daily tour of duty of 8 hours and spends 8 hours in a teleworking status, 8 hours would be recorded using the "LX" code; if an employee had approved leave for 3 hours of annual leave, 5 hours would be recorded using the "LX" code and 3 hours would be recorded using the "LA" code.

g. Performance Management. One of the major challenges faced in a telework arrangement is management performance. For this reason, it is critical that personnel involved in telework understand the supervisor's performance expectations. Because teleworkers are generally judged on results accomplished during their work at an alternate worksite, supervisors and teleworkers should meet and discuss what work is planned during any off-site work period and what products are expected. Generally, supervisors will use the same measures for teleworkers and employees who perform similar tasks in the main office.

h. Administrative Leave, Dismissals, and Emergency Closing. Emergency dismissal or closure procedures for employees (including employees teleworking from an alternative worksite) in Federal executive agencies located inside the Washington Capital Beltway are prescribed by OPM on an annual basis. These procedures apply not just in adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes), but also in all kinds of emergency situations including air pollution, disruption of power and/or water, and interruption

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of public transportation. OPM's current policy in situations where it deems Federal agencies to be "closed" is that employees not designated as "emergency employees" (including teleworking employees at an alternative worksite) are excused from duty without loss of pay or charge to leave. Consistent with this policy, BUMED teleworkers will observe the same closedown arrangements as employees at the traditional worksite. If an occurrence, such as problems with cooling or lack of heat caused BUMED or part of BUMED to close, employees who are teleworking would not be affected and would not be excused from duty. If the employee knows in advance of a situation that would preclude working at the alternative worksite, a change in work schedule, leave, or work at the employee's traditional worksite must be scheduled.

i. Cancellation. Because of the voluntary nature of this program, teleworkers and managers have the right to end the teleworking arrangement at anytime. Personnel whose overall performance fails to meet supervisory expectations or falls below the acceptable level shall be counseled and the telework arrangement ended. The termination of a teleworking arrangement with a particular employee must not be confused with ending this Command's contractual arrangement, if any, with GSA and/or with the telecenter. In all cases where a telework agreement is ended, the BUMED Telework Coordinator must be notified immediately in writing.

j. Employee Grievances. If a civilian employee disputes the reason(s) given by a supervisor for not approving him or her for telework, or for terminating his or her telework agreement, the employee may submit a grievance using the Department of the Navy's administrative grievance procedure. The staff of the Human Resources Office, Washington is available to explain procedures to both the employee and his or her supervisor.

8. Workers' Compensation and Other Liabilities. Civilian employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA), regardless of whether the work is performed on-site at BUMED or at an alternative worksite. The following guidelines apply:

a. The employee must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury, and complete the Department of Labor (DOL) Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

b. For work-at-home arrangements, the employee is required to designate one area in the home as the official workstation. The Government's potential exposure to liability is restricted to this official workstation for the purposes of telework. Each employee with an approved Telework Agreement for work-at-home telework must sign a BUMED 5330/3, Safety Checklist, that proclaims the home safe. Employees are responsible for ensuring their homes comply with safety requirements.

c. The Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the

Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act. Occupational Safety and Health Administration rules govern Federal employee workplace safety.

d. An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation may use telework as an option. It is a management decision, however, as to whether a light duty position would be developed for an injured employee. If an employer wishes to provide a position suitable for telework, it cannot require the use of one's personal residence or resources to perform work. If an employee finds the home-based worksite not conducive to work, the teleworker would upon approval of the DOL generally be able to withdraw from the vocational rehabilitation trial and apply for a resumption of workers' compensation benefits.

9. Telework for Personnel with Disabilities. Telework is excellent for accommodating personnel with disabilities. For information on employing and accommodating people with disabilities, both at home and at the traditional worksite, the sources of assistance are the Computer Accommodation Program (CAP): <http://www.tricare.osd.mil/cap/>; and for disability assistance: <http://disabilityinfo.gov> and <http://www.section508.gov>. GSA's Federal Information Resources Management Regulations, (FIRMR) Bulletin C-8, establishes Government-wide guidelines for acquiring automated data processing equipment that helps disabled Federal employees. Specialists from the Human Resources Office, Washington are also available to help managers in finding ways to attract and accommodate the needs of workers with disabilities.

10. Privacy Act Considerations. Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Supervisors must ensure appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records used at home or at telecenters. Supervisors must revise their record system procedures as necessary to indicate that off-site system location is authorized.

11. Security Considerations. Teleworkers are responsible for the security of all official data, protection of any Government-furnished equipment and property, and accomplishment of the mission of BUMED at the alternative worksite. All files, records, papers, or machine-readable materials created while teleworking are the property of DOD. The following references supplement, and should be read in conjunction with, the provisions on security for telework, as prescribed in the DOD and the BUMED Telework Policy. For policy advice on electronic security procedures, see FIRMR 41 CFR, section 201-7, security of personal privacy; and security of personal computer systems; a management guide, National Bureau of Standards Special Publication 500-120, U.S. Department of Commerce, National Institute of Standards and Technology. The Command's Telework Coordinator will maintain these guides.

12. Equipment. BUMED is committed to providing all personnel engaged in telework with the information technology and telecommunication equipment, software, and access needed for success. Costly acquisitions and one-of-a-kind needs will be handled on a case-by-case basis. The following paragraphs describe how BUMED is implementing both the evolving DOD and Department of the Navy policies on equipment and access during remote site work.

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a. Supervisors and teleworkers together will define any equipment, software, and access needs required to facilitate telecommuting. All personnel attempting to engage in telework (either ad hoc or regular and recurring) which will involve the need to access DOD computer systems or e-mail systems will need to first receive approval from M09B3 (Information Management Department). M09B3 is a signatory on the BUMED 5330/2, Supervisory and Employee Checklist. Only BUMED personnel are authorized to use the equipment issued. If the supervisor determines that a docking station or laptop requires additional software or capability to support a particular telework arrangement, then the supervisor must forward those needs to M09B3.

b. Personnel will continue to be bound by the DOD standards of conduct while working at the alternative worksite and using Government-furnished equipment.

c. BUMED is responsible for the service and maintenance of all Government-furnished equipment and software, and personnel are required to comply with sign-in and sign-out procedures for laptops and printers and for bringing such equipment into the traditional worksite for maintenance. Although not all telework situations require connectivity to DOD networks and e-mail systems, supervisors should attempt to maximize telework arrangements without the need for connectivity to DOD networks and e-mail pending the existing life cycle replacement programs for BUMED computers, and the realization that DOD PKI technology requires the use of properly configured Government-furnished equipment to access and respond to encrypted e-mail.

d. All personnel engaged in telework with Government-furnished equipment will eventually be provided with a DOD PKI identity certificate for authentication in entering the BUMED and other networks from a telework site.

e. Personnel must protect all Government-furnished equipment and software from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, personnel will be held liable for repair or replacement of the equipment or software in compliance with applicable regulations on negligence.

f. Office supplies, such as paper, toner, printer ink, etc., will be available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace.

g. Personnel who use telecenters will be provided access to basic office equipment (e.g., computer, modem, telephone, fax, and copier). Telecenters are responsible for the installation and maintenance of telecenter equipment. Personnel are prohibited from using telecenter equipment for personal use.

TELEWORK AGREEMENT
BUREAU OF MEDICINE AND SURGERY

The following constitutes the terms and conditions of the telework agreement between the below named employee and the Bureau of Medicine and Surgery:

Employee

Last Name

First Name

Middle Initial

Title

Pay Plan

Series

Grade

The employee is approved to work at the approved alternative worksite specified below in accordance with the following schedule:

Days in Biweekly Pay Period employee is authorized to telework

DAY	PER WEEK	PER PAY PERIOD	WORK SCHEDULE		DUTY HOURS (Specify hours of work and lunch break)
			FIXED OR ALTERNATIVE	Fixed Work Schedule (FWS) or Compressed Work Schedule (CWS)	
MON					
TUES					
WED					
THURS					
FRI					

Alternative Worksite

The employee's alternative worksite is:

☐ Home office or work area

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

☐ GSA Telecenter

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

☐ Other approved alternative

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

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Changes to Telework Arrangement

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

Work-at-Home Telework

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain Government-furnished equipment, and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

Official Duty Station

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is _____

The official duty station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

Time and Attendance, Work Performance, and Overtime

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

2 Aug 2004

Security and Equipment

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of DOD at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any Government-furnished equipment.

Where the employee has been approved by the Component Designated Approving Authority to use their personal computers and equipment for telework on non-sensitive unclassified data, remote access software must not be loaded into employee's personal computers for official purposes. The employee is responsible for the installation, repair, and maintenance of all personal equipment.

The Component is responsible for the maintenance of all Government-furnished equipment. The employee is responsible for the installation, repair, and maintenance of all personal equipment. The employee may be required to bring such equipment into the office for maintenance. The employee must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the Component's request.

Liability and Injury Compensation

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

Standards of Conduct

The employee acknowledges that he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment.

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting per week.

Termination of the Telework Agreement

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

Date of Commencement

The telework arrangement covered by this Agreement will commence on:

Signatures:

Employee	_____	Date	_____
Supervisor	_____	Date	_____

2 Aug 2004

SUPERVISORY AND EMPLOYEE CHECKLIST

Name of teleworker: _____
Name of supervisor: _____
Date completed: _____

1. Teleworker has read guidelines outlining policies and procedures of the program. ☐ Yes ☐ No
2. Teleworker has been provided with a schedule of core hours. ☐ Yes ☐ No
3. Teleworker will need to access DOD computer systems or e-mail systems and has received guidance and approval from M09B3. ☐ Yes ☐ No
4. Equipment issued by BUMED articulated below: ☐ Yes ☐ No
- computer _____
(Plant Property Number)
- other _____
(list) (Plant Property Number)
- _____ (Plant Property Number)

M09B3's Signature

Date

5. Policies and procedures for care of equipment issued by BUMED have been explained and are clearly understood. ☐ Yes ☐ No
6. Policies and procedures covering classified, secure, or privacy act data have been discussed, and are clearly understood. ☐ Yes ☐ No
7. Requirements for an adequate and safe office space and/or area have been discussed, and the employee certifies those requirements are met. ☐ Yes ☐ No
8. Performance expectations have been discussed and are clearly understood. ☐ Yes ☐ No
9. Teleworker understands that the supervisor may terminate employee participation at any time, in accordance with established administrative procedures and union negotiated agreements. ☐ Yes ☐ No
10. Teleworker has reviewed the telework Web site in paragraph 10 of the basic instruction and requested assistance from the BUMED Telework Coordinator for any unresolved issues/concerns. ☐ Yes ☐ No

Supervisor's Signature

Date

Employee's Signature

Date

Assistant Deputy Chief's Signature

Date

PLEASE RETURN A COPY OF THIS FORM TO THE BUMED TELEWORK
COORDINATOR.

BUMED 5330/2 (10-2003)

Appendix B to
Enclosure (1)

2 Aug 2004

SAFETY CHECKLIST**BUMED TELEWORK PROGRAM**

The following checklist is designed to assess the overall safety of the home worksite. The participating employee shall complete the checklist, sign and date it, and return it to his or her supervisor (and retain a copy for his or her own records).

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance? ☐ Yes ☐ No
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)? ☐ Yes ☐ No
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)? ☐ Yes ☐ No
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? ☐ Yes ☐ No
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways? ☐ Yes ☐ No
6. Are telephone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard? ☐ Yes ☐ No

NAME: _____

POSITION: _____

PRINCIPAL OFFICE: _____

SUPERVISOR: _____

OFFSITE WORK

ADDRESS: _____

OFFSITE TELEPHONE: _____

Telework Employee Signature_____
Date

BUMED 5330/3 (3-2004)

Appendix C to
Enclosure (1)